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BY-LAWS
RULES AND REGULATIONS
OF THE
ILLINOIS CENTRAL
Hospital For The
INSANE.

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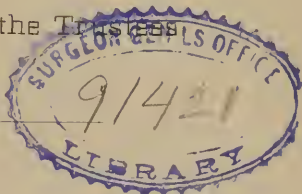
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BY-LAWS,
RULES AND REGULATIONS

OF THE

Illinois Central Hospital for the Insane.

Adopted by the Trustees



JACKSONVILLE, ILL.:

DAILY JOURNAL STEAM PRINTING HOUSE.

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TO ATTENDANTS AND ASSISTANTS

CENTRAL HOSPITAL FOR THE INSANE.

It is the earnest wish of the Trustees, Superintendent, and all others interested in the good management and success of the hospital, that all persons committed to its charge and care, should be treated with kindness, and receive all needed attention to their bodily wants, as well as have such influences thrown around them, as will tend to make them feel they are among friends who are disposed to make all needed sacrifices to promote their welfare; treated as we would wish those dear to us to be, under the same circumstances, or as we would wish to be done by if we were in their places.

The duties of attendants are responsible and honorable and it should be their aim to so conduct themselves in the hospital and out of it, as to bring no disgrace upon themselves or discredit upon the institution they serve. The nature of the position is no sinecure and requires, to obtain the best success, a sound body and a well balanced mind. • If "Eternal vigilance is the price of liberty," so constant watchfulness, united with judgment and tact in managing others, is the price of success in an attendant upon the insane.

The following minor rules and instructions, found necessary by the enlargement of the buildings and the practical working of the hospital, are added to those to be found in the By-Laws of the institution.

1. Special attention should always be given to the care of bread and carving knives, and the dumb waiter doors should always be locked while patients are in the dining room.

2. No knives or other articles should ever be taken from the dining room by patients, and the knives and forks should be counted after each meal.

3. Care should be taken that nothing which could be used offensively is brought in from walks or elsewhere.

4. The dining room doors should be locked while preparing the tables, and after the meal until the dining room work is done.

5. No patients except those designated by the physician or supervisors should be allowed to assist in the dining-room, or go out to assist elsewhere.

6. Attendants should be watchful and accompany the carpenter or other mechanic while in the ward making repairs, or if work is being done in a room, the door may be locked.

7. Towel rollers should always be secured and dust flue doors locked.

8. Ordinarily one half day, from one to five o'clock will be given an attendant each week for recreation; but going out in the evening from seven to half-past nine, will be so changed that only one-third

of the attendants will be absent; the same rule will apply to absences to attend church on the Sabbath. Leave of absence (for day or evening) will be arranged and given by the assistant physician in charge.

9. Attendants passing through the center building will please open and close doors carefully, make as little noise as possible in going up and down stairs, and refrain from conversation while on the office floor.

10. Particular attention must be given to the rules in regard to the use of restraint. When directed by a physician, it should be applied in a kind manner and as gently as possible. The idea of punishment should in no case be conveyed to the mind of the patient. In relating the conduct of patients to the supervisor or physician, let it not be done in the presence or hearing of the persons reported.

In your association with your charge as *Attendants* remember the meaning and force of the word; let nothing in your manner or conduct suggest the idea of an "overseer" or "keeper".

Give much attention to the care of the sick and to those who may be in bed from any cause; see that their food is served while warm and presented in as attractive a way as possible. In bathing give particular attention to the temperature of the water, and follow closely any directions that may be given you in reference to special cases. After coming out of the water dry the patient rapidly

and put on clothing immediately. See that the tub is emptied after each bath.

In bathing the feeble or those very ill great care should be exercised, that the effort does not exhaust the patient; such persons should be carried, perhaps on a bed, and after coming out of the bath should be placed in a recumbent position or in an arm chair, dried and clothed quickly to prevent chilling. Ask for directions in all cases where you are in doubt as to the best course to pursue.

Be cautious about ~~wasting~~ gas or water, turn down the gas in the attendants room when not occupied, and in all other places when no longer needed and when it can be done without inconvenience to anybody. Report all leaking of gas or water, broken glass, or other damage, to the first officer who visits your ward. Persons who want employment for a few months only or whose motive is to find "an easy place" better not apply for the place of an attendant. Such persons are not desirable and are not wanted. It is expected that those employed come with the intention of remaining at least one year. It is also desired and expected that persons wishing to discontinue their services will give one months notice of such intention.

All the employes of the hospital are invited to frequent interviews with the officers relative to their duties, condition of their wards, and all other matters connected with their work, and their relation to the institution.

JANUARY 1ST, 1882.

H. F. CARRIEL,
Superintendent.

BY-LAWS, ETC.

CHAPTER I.

ORGANIZATION.

SECTION 1. The Board of Trustees shall elect one of their number President, who shall hold his office until the organization of a new Board; they shall also elect a Treasurer, who shall be *ex-officio* Secretary, to continue in office, and be subject to removal, at the pleasure of the Board of Trustees. All elections shall be by ballot, unless otherwise ordered. Two of the Trustees shall constitute a quorum for the transaction of business.

SEC. 2. The President of the Board of Trustees shall preside at all meetings of the Board, shall sign all contracts made by the Trustees, and perform all such executive duties as the Trustees may, from time to time, authorize and direct.

SEC 3. The Treasurer shall execute a bond in the penal sum of twenty-five thousand dollars, with securities, to be approved by the Board of Trustees, which bond shall be made payable to the ILLINOIS STATE HOSPITAL FOR THE INSANE, and be coditioned for the safe-keeping and disbursement of the money intrusted to him, and the faithful performance of all the duties intrusted to

him, and the faithful performance of all the duties of his office, as defined by the charter of the Hospital, or any law amendatory thereof, or by any order of the Board of Trustees, and be filed with the President of the Board of Trustees. He shall make a report in writing at each quarterly meeting of the Trustees, showing, in detail, the receipts and disbursements of money, and such other reports as are or may be prescribed by the Legislature. As Secretary, the Treasurer shall attend all the meetings of the Board of Trustees, keep a full and true record of their proceedings, and notify by mail each Trustee of the time and place of all regular and special meetings. The Treasurer shall also perform such other duties appropriate to his office as may, from time to time, be assigned to him by the Board of Trustees.

CHAPTER II.

MEETINGS OF THE BOARD.

SECTION 1. There shall be, in each year, four regular meetings of the Board of Trustees, to be holden at the Hospital on the Wednesdays after the first Mondays of December, March, June and September.

SEC. 2. The President may, at his discretion, call a special meeting at any time, and, upon the written application of two Trustees, he shall forthwith call a meeting of the Trustees; but whenever

a special meeting shall be called, the business to be acted upon at such special meeting shall be stated in the notice of the meeting given to the Trustees.

CHAPTER III.

COMMITTEES.

SECTION 1. There shall be a Standing Committee of Finance consisting of two Trustees, to be appointed by the President, or, if otherwise directed, to be elected by ballot; and, at each quarterly or other meeting, any vacancy in the Committee shall be filled by *pro tempore* appointments by the President. It shall be the duty of the Finance Committee to audit all accounts and reports touching the receipt and expenditure of money, and to examine into, and report upon, all other matters appropriate to such a Committee, referred to them.

SEC. 2. It shall be the duty of the Trustees, at each regular meeting, to appoint one of their number to visit the Institution once during each of the next succeeding three months. It shall be the duty of the Visiting Trustee to carefully examine into the condition and management of the Institution, to advise the Superintendent, and to report at the next regular meeting of the Trustees any matter noticed by him affecting the efficient, economical and wise management of the Hospital.

CHAPTER IV.

GENERAL FINANCE.

SECTION 1. The money appropriated by the Legislature for the ordinary expenses of the Institution shall be drawn from the State Treasury as follows: At each regular meeting, and at such other times as there may be a necessity for drawing money from the State Treasury, the Treasurer, with the aid of the Superintendent, shall, after accounting for the disbursements already made, present an estimate, as much in detail as practicable, of the sum of money needed for expenditure before the next regular meeting of the Trustees, and for what purposes needed; and for the drawing of such sum, or so much thereof as the Trustees may deem necessary, an order shall be made on the State Treasury, to be entered on the records of the Board, in favor of the Treasurer of the Hospital, a certified copy of which order shall be the warrant of the Treasurer to obtain the money from the State Treasurer.

SEC. 2. All money appropriated by the Legislature for building, or for any purpose other than the ordinary expenses of the Hospital, shall be drawn by an order of the Board of Trustees, to be entered on record at some regular or special meeting of the Trustees, directing the payment of the sum of money specified to the Treasurer, or other person named therein, and a certified copy of

such order shall be the warrant of the person therein named for drawing such sum from the State Treasury.

SEC. 3. The Superintendent is authorized during each quarter to draw from the Treasurer, the amount required to satisfy the pay roll. At each quarterly meeting of the Trustees, the Board may authorize the Superintendent to draw, from time to time, such amounts as may be needed to meet the contingent expenses of the Institution, within such limit as the Board at each meeting shall prescribe, and the Superintendent shall, at the next quarterly meeting, account for all such expenditures in a written report, accompanied by the proper vouchers.

SEC. 4. The Treasurer, under the direction of the Superintendent, shall collect all sums due from counties or individuals for clothing furnished to patients, or due from other sources, and, at each quarterly meeting, shall report the sums so received from all such sources and the State Treasury.

SEC. 5. At each quarterly meeting of the Trustees, all accounts and reports touching the receipts and expenditures of money shall be referred to the Finance Committee, and, at such meeting, be reported upon in writing, and such report shall be entered on the record of the Board.

CHAPTER V.

DOMESTIC FINANCE.

SECTION 1. All contracts for supplies for the Hospital, and all purchases of the same, shall be made under the direction of the Superintendent, who alone will be holden responsible for the faithful execution of this duty.

SEC. 2. All business transactions of the Hospital where money is to be disbursed shall be in writing, either by written contract or by a pass-book, properly minuted at the time of any purchase, and the Superintendent shall be able fully to inform the Trustees, at any time, of the financial condition of the Institution.

SEC. 3. No account, whose sum shall exceed one dollar, shall be paid unless accompanied by a bill of items, with the date of each purchase. All accounts current against the Institution shall be called in quarterly. They shall then be carefully collated with the written contracts or pass-books, and if material errors are discovered in any bill it shall be returned to the holder for correction. Such bills shall all be submitted to the Board for their approval; and when approved the Superintendent shall issue his orders on the Treasurer for their payment and each bill properly receipted, shall be numbered to correspond with the order, and filed in the Superintendent's office.

SEC. 4. Before making up the biennial report

of the Institution, the Superintendent shall cause each bill paid during the two years previous to be entered in its proper order of date in the financial record. Such entry shall be made to exhibit the name of the person to whom such payment is made its date and its total amount; and the several items in such account shall be placed under appropriate heads so as to show, in the summary of expenditures, the amount disbursed for each class of supplies as minutely as may be required for a clear understanding of the expenditures of the Institution as required by law.

CHAPTER VI.

RESIDENT OFFICERS OF THE INSTITUTION.

SECTION 1. The resident officers of the Institution shall consist of the Superintendent, Assistant Physicians, Matron, Clerk, and such supervisors as the wants of the Institution may require. They shall reside in the Institution, and devote themselves entirely to its interests.

SEC. 2. The Superintendent shall not resign his office without giving three months notice in writing of such intent to the President of the Board of Trustees, and no subordinate officer shall resign without giving the Superintendent similar notice.

CHAPTER VII.

SUPERINTENDENT.

SECTION 1. The Superintendent shall be the chief executive officer of the Institution. He shall appoint and exercise entire official control over all subordinate officers and assistants in its service. He shall prescribe their several duties and see to their faithful performance. Under the direction of the Trustees he shall institute such police regulations as the good order of the Hospital requires; and he shall be responsible to the Trustees for the care of all the buildings, grounds, stock, furniture and fixtures appertaining thereto. He shall have the entire supervision of the patients, in their medical, moral and physical treatment. He shall visit them in their wards as frequently as may be necessary to keep himself fully advised of their condition, and to note the progress of each case, and shall give such directions to their supervisors and attendants as may be essential to meet the ends of their treatment.

SEC. 2. He shall keep himself fully informed in regard to the laws of the State governing the admission of patients, and shall use his powers respecting such admissions in strict conformity thereto, subject only to such modifications as the Trustees may, from time to time, institute.

CHAPTER VIII.

ASSISTANT PHYSICIANS.

SECTION 1. The Assistant Physicians shall prepare and superintend the administration of medicines. They shall visit the wards frequently and carefully note the condition and progress of individual patients. They shall see that the directions of the Superintendent are faithfully executed, and shall promptly report any cases of neglect or abuse that may come under their cognizance. They shall assist in devising employment and recreations for patients, and endeavor in every way to promote their comfort and recovery. They shall keep such records of cases as the Superintendent may direct, and assist him in preparing statistics, conducting correspondence, and such other duties of his office as can properly be deputed.

SEC. 2. In the absence of the Superintendent the Assistant Physician, who is senior by appointment, shall exercise the duties of his office, unless the Trustees shall otherwise determine.

CHAPTER IX.

MATRON.

SECTION 1. The Matron, under the general direction of the Superintendent, shall have charge of the domestic concerns of the Institution, and an oversight of the female attendants and domestics.

She shall be particular in enforcing good order, discipline and faithful performance of duty in her department, and shall immediately reprove, or report to the Superintendent any material departure from rule, or any thing censurable in moral deportment.

SEC. 2. The bedding, table linen, napkin and drapery furniture, carpets, table-covers, and all similar property of the Hospital, as well as the clothing of female patients, shall be under her care and supervision; and she shall see that it is ample in quantity, and of a kind proper for its designed use.

SEC. 3. She shall make daily inspection of the wards and rooms occupied by female patients, and shall visit the male wards as frequently as will satisfy her of the good order of the beds, table-covers, towels and such other furniture as it is her province to supply and superintend.

SEC. 4. The sick among the female patients shall be under her especial care, and she shall see that their wants are often attended to, and shall also see that those in charge of the sick in the male wards are supplied with every thing needful for their full comfort. In cases of death, after receiving the Superintendent's directions, she shall see that burial preparation is made with scrupulous care and decency.

SEC. 5. She shall spend as much time as is consistent with general oversight, in the wards of

the female division of the Hospital, and shall fully satisfy herself that every thing is being done by the attendants possible to promote the comfort and recovery of those confided to them.

CHAPTER X.

ATTENDANTS AND ASSISTANTS.

General Rules.

SECTION I. No person should engage in the service of the Hospital who is not willing to exercise all his time, talent, and efforts in the discharge of his or her duties. Those employed will learn that character, proper deportment, and faithfulness to duty will alone keep them in the situation in which they are placed. The Institution will deal in strict good faith with its employees, and will, as far as practicable, promote their true interests. It will expect, in return, prompt, faithful, and self-denying service. Duty will sometimes press hard on those employed; but those over-taxed will not be forgotten when pressing exigencies are over.

SEC. 2. No one can justly take offense when mildly informed by the Superintendent that his or her temperament is better fitted to some other employment; and those thus told will have opportunity to discontinue their service, by a proper notice and withdrawal.

SEC. 3. Persons employed at the Hospital will hold themselves in readiness for duty whenever directed by its officers. While, for some hours, no active duty may call for their attention, yet, at such times, they cannot hold themselves beyond prompt response should their services be required; and to neglect any labor or duty on the ground that laboring hours are over or to hesitate, after proper direction on such pretext, will stand as an objection to the fitness of the employee for the place he holds.

SEC. 4. No person employed in the care of the patients, or of their clothing, shall at any time leave the Institution, without the consent of the Superintendent. The Matron may give consent in the cases of the female employees. When any person shall have leave of absence the keys used by such persons in their duties shall be desposited in a case, kept for that purpose in the office.

SEC. 5. Persons employed at this Institution will remember that their duties are peculiar and confidential; that there is an obvious impropriety in disclosing the names, peculiarities, or acts of its inmates; and that, when abroad, strict silence should be observed regarding the Institution, and all its affairs. They should not forget that the most cruel wounds may, by imprudent disclosures, be inflicted on those whose conduct and language, during their misfortune,

should be covered with a veil of deepest secrecy. Conversation in regard to the Hospital should be studiously avoided in the many instances in which it will be sought by the idle and mischievous.

SEC. 6. All employed should cultivate a calm and deliberate method of going about their daily duties. Carelessness and precipitation are, of all places, most to be avoided in an institution like this. Loud talking, hurrying up and down stairs, rude forms of address to one another, unsightly styles of dress, &c, are wholly misplaced where everything should be strictly decorous and orderly.

SEC. 7. No person will be employed in or about the Institution, in any capacity, who is known to be a user of intoxicating drinks, or who engages in gambling, or any other immoral or disreputable practice.

SEC. 8. Those who wish to deserve the confidence of the Institution, will do well to be careful observers of the Sabbath by regular attendance on some place of public worship—those attending on the patients relieving each other by turns, on each alternate Sabbath. Attendance on the regular chapel service is especially advised.

SEC. 9. In dealing with patients, the greatest care should be used that they be always treated with unvarying kindness. They should always be addressed in persuasive language, all author-

itative expressions being strictly avoided. In the wards, especially, no commands should be used or calls uttered to a patient from a distance if possibly to be avoided. All threats, taunts, or other kind of abuse in language, are expressly prohibited, and no one shall be retained in service who habitually indulges therein. A blow, kick, or any other form of physical abuse, inflicted on a patient, will be sufficient reason for the prompt dismissal of the individual so offending.

SEC. 10. When a patient employed out of doors, either in exercise or labor, shall grow excited, he shall immediately be returned to the ward from whence he was taken, and the fact reported at the office.

SEC. 11. When a patient is taken from the wards, for labor or exercise, the person taking such patient out, will always be responsible for his or her safe return, unless, by the direction of an officer, such patient is transferred to the charge of some other person.

SEC. 12. The two divisions of the Institution shall always be separate to its employees; and no person, whose post of duty is exclusively in the one, shall ever be found in the other, unless some express and proper occasion shall demand it.

SEC. 13. Any person who shall encourage, or discover without disclosure, an acquaintance between two patients of opposite sex, will be held highly culpable for such misdemeanor.

SEC. 14. It shall be strictly a duty, on the part of every person employed, to check, so far as possible, all conversation, or allusions, on the part of patients, to subjects of an obscene or improper nature; and false impressions on the minds of patients respecting their confinement or management should be removed, whenever possible. Any person discovering that a patient is devising plans for escape, suicide, or violence to others, should report it to an officer without delay.

SEC. 15. No employee of the Institution shall ever engage the services of any patient in the performance of any labor for him or herself without the consent of the Superintendent or Matron; and any permission granted shall extend no further than the single instance specified in the request.

SEC. 16. No person employed shall ever make any bargain with any patient, or accept any gratuity or present from any patient, or his or her friends, without the Superintendent's consent; and any employee will be placed under the severest penalties who shall connive at the escape of a patient, or assist in any clandestine correspondence, or in any way conspire with any patient in acts counter to the purposes of the Institution, or the patient's true well being.

CHAPTER XI

SUPERVISORS AND THEIR ESPECIAL DUTIES.

SECTION. 1. Under a full organization of the Institution there shall be a Supervisor for each of its two divisions. They shall have, under the direction of the Superintendent, Assistant Physicians and Matron, the oversight of the duties of the attendants. They shall spend their time chiefly in the wards, and shall have general oversight of the clothing of the patients, and the bedding of their respective divisions, as provided under the proper heads in these regulations.

SEC. 2. They shall see that the rules prescribing the duties of attendants toward the patients are faithfully observed; that the patients are well treated, and in all respects, properly cared for. They shall, in an especial manner, have the oversight of the sick; that watchers are detailed for such as require it, and that their food is of the proper kind, and their apartments clean and comfortable.

SEC. 3. They shall make frequent inspection of the food prepared for their respective divisions—that it is sufficient in quantity, and well cooked and served.

SEC. 4. On the Sabbath they shall see that the patients are ushered into the Chapel at the time for service, and will be generally responsible that they are dressed suitably to the occasion.

The duties of a supervisor require the exercise of peculiar tact and judgment. They are especially enjoined to use impartiality in their duties, reporting all misdemeanors, but making them subjects of complaint only on the best assured grounds. Any attendant who willfully violates the rules, or whose incapacity is obvious, should be reported to the Superintendent.

CHAPTER XII.

ATTENDANTS AND THEIR DUTIES.

SECTION 1. Those employed in the especial care of the patients, as their attendants, should remember that their first duty is to treat them with unvarying kindness, respect and attention.

No one is fit for the situation who must place considerations of personal comfort and convenience in opposition to the good of those entrusted to his or her care, or who cannot regard with imperturbable good humor whatever a patient may say or do in personal offense. Feelings of mutual good will can, with few exceptions, be successfully cultivated between attendants and their patients, and strong suspicions may justly be entertained of an attendant's fitness where these are wanting.

SEC. 2. The first effort on the part of an attendant, on receiving a patient in charge, should be to strive to win his or her confidence, how-

ever insensible the patient apparently may be to kindly advances. The attendant should never forget that the patient generally enters the ward with the thorough conviction that evil is intended him, and the first show of harshness or force, however slight, will confirm that impression, while kind assurances and manifestations of sympathy quickly disarm him of his false impressions, and the first and great step in the way of cure is begun. The attendant should consider the patient as his honored guest, who comes, tarries for a short season, and goes on his way, to give to the world a good or evil report of his entertainer. Patients should always be greeted, on rising and retiring with the morning and evening salutation; should always be addressed in courteous language, and never be made subject to any opprobrious epithet or nickname.

SEC. 3. When a patient manifests opposition to the will of the attendant, in face of some proper request, the point should never give rise to a protracted discussion, as opposition may be only increased thereby. Patients will usually yield when mildly informed that they are only asked to comply with a rule binding on all, and that the request is not merely arbitrary. Especial caution, in this respect, is needful in the cases of epileptic patients, in whom an apparent willfulness is often the most prominent and troublesome symptom. Whenever continued resistance is anticipated, it is

better to yield the point to the patient, if the request made is one of no great importance, or else to call in aid from other wards, at the sight of which the patient will usually submit, without further resistance.

SEC. 4. An attendant shall never, under any circumstances, use greater force toward a patient than is sufficient to secure the patient, himself or others, from the effects of his violence. After he is secluded in his or her room, the supervisor or some superior officer, in his absence, should be informed of what has occurred.

SEC. 5. The attendants' place of duty is in the wards with their patients. During day hours, and while the patients are out of their sleeping apartments, they have no business in their own rooms, except for a momentary errand to adjust their own clothing; and any attendant discovered in his or her room engaged in reading, writing, playing on any instrument of music, entertaining visitors, or otherwise off duty, is acting in violation of rule.

SEC. 6. During the evening, after patients have retired, one attendant shall always be present in the ward, or in his own room, in order to discover any disturbance, or minister to any necessity that may arise. Should a patient, after retiring, call for water, as will often be the case, or for any aid within the attendant's power, it should be immediately supplied.

SEC. 7. While attendants are not prohibited

from occasionally visiting each other within their divisions, it should never become a habit, and the indulgence is only allowed in view of the spirit of emulation which may thus be encouraged by sometimes inspecting each others sphere of duty. When it is discovered that the permission is abused, or that visits are being spent in idle conversation, it will be held as a violation of rule. They are not allowed to loiter about the kitchens, work-rooms, offices, or where they have no well-defined and proper business. No attendant shall ever leave the ward without seeing that his associate is aware of his intended absence.

SEC. 8. While on duty during the day, attendants are expected to make the care of the patients, and the patients' clothing and sleeping apartments, the objects of their exclusive attention. All making of dresses, working of embroidery, or any mechanism for the attendant's personal use, is prohibited, unless by the special permission of an officer.

SEC. 9. On rising in the morning, attendants shall see that the patients under their care are properly dressed, washed, and otherwise in good condition to appear at breakfast. The beds shall be made; room, halls, dining-rooms, water-closets, and stairways got in good order by half-past nine o'clock from April to September inclusively; and by ten o'clock the rest of the year. All soiled bedding, clothing, etc., shall be taken from the

building at the earliest possible hour, before it contaminates the air of the ward. A straw bed, once soiled or wet, should be immediately emptied, and the tick sent to the laundry.

SEC. 10. The back-stairways shall be swept daily, and once each week, well washed—attendants being responsible for the entry adjoining their respective wards. An attendant may be aided by his patients in the performance of these labors, being himself alone responsible for their proper performance.

SEC. 11. Attendants are considered in this Institution, the guardians and companions, rather than the keepers simply of the patients. Strictly regarding themselves as such, they shall endeavor that their patients are supplied with books, papers, and all other methods of occupation that the Institution affords. They should devise and carry on proper amusements, and strive to keep every patient engaged and interested so far as their condition of mind makes it possible. They should see that patients, during the day, are indulging in no pernicious practices. Those given to solitary habits, especially, must receive especial attention, and, so far as possible, induced to participate in the pursuits and amusements of others. Indolent patients should be occasionally led about the wards, and induced to join in exercise. Those on the contrary, who are weak, but restless, should be induced to take repose.

SEC. 12. Whenever the weather admits and suitable employment can be found, it will be an especial object to induce all able bodied patients to engage in some appropriate labor, and the attendants shall promote that end by encouraging them to it, and going out with them when they can be spared from duty in the wards, and all not so engaged should have exercise by walking out, or riding in the carriage, as circumstances allow.

SEC. 13. Attendants are forbidden to make walking out with their patients a pretext for doing errands or making calls for themselves. They should avoid going to town whenever the state of the roads and fields allows excursions in other directions. Care should be used that no patient walk out in a company who is likely to become excited; if such an occurrence takes place, he should be taken back at once. Should a patient, when out in company with others, attempt to escape, it is better, in most cases, to return to the Institution and institute a fresh pursuit from thence, rather than risk an unpleasant struggle. Unless positively known to be dangerous, their escape is better than the use of force, under such circumstances. Patients shall all be in the wards at tea time, except for some special service.

SEC. 14. Attendants shall be especially vigilant that patients do not have in their possession any dangerous implements, matches, or other articles improper for them to have, and strict search

shall be made for such, if their existence is suspected.

SEC. 15. No attendant shall ever furnish a patient with writing materials without the knowledge and consent of an officer of the Institution or deliver to the post-office, or to any one, any writing of a patient, without similar knowledge and consent.

SEC. 16. Male patients shall be shaven, at stated periods, so far as their proper appearance demands it, and, at the same time, an inspection should be made that their hair and nails are suitably trimmed, and the person generally in a cleanly condition. Once each week, when water is to be obtained every patient (exceptions only being made by the Superintendent), shall have a tepid bath, and it is highly desirable that the feet be washed, even when general bathing is not possible.

CHAPTER XIII.

MEALS.

SECTION 1. In this Institution it is always ruleable that attendants shall take their food at the same time as the patients do, and whenever practicable, in company with them. This may not always be possible, and departures from so desirable an usage have, consequently, been tolerated.

SEC. 2. Particular care is to be taken that the food, on reaching the dining-rooms is kept

warm till ready to be laid before the patients. Each shall be served with such liberal allowance as shall be for his good, and all waste, gluttony, or improper habits at the table shall be mildly checked by the attendants. Food that may have been handled, or rendered unfit for eating, should be sent back in a receptacle of its own, but whenever it is fit to be served in another form should be carefully laid by itself for future consumption.

SEC. 3. Patients are not to be hurried from the tables, but to have full time to eat at their leisure. Habits in eating differ, and all—the old particularly—should have time to protract their eating to full extent. Some very plain food should be kept in the dining room closets that indulgence be granted between meals to those whose meals may have been interrupted, or to old people, or to convalescent patients, who sometimes require food oftener than under ordinary circumstances.

SEC. 4. After each meal the knives and forks shall be counted before being taken away from the tables, and lost articles promptly looked up.

SEC. 5. The ward itself is the proper place for patients, and the practice of allowing them to be about the dining-room in common hours, or in the attendants' rooms or spaces, should be avoided.

SEC. 6. When fruit is to be had, at reasonable cost, it shall be distributed to all.

CHAPTER XIV.

CLOTHING,

SECTION 1. On the arrival of a patient at the Institution, whatever clothing is brought shall be committed immediately to the Supervisor of the division to which the patient is sent.

SEC. 2. Under the Supervisor's direction a list shall be taken of it, carefully including also, what may be upon the patient's person. Money, jewelry, or other valuables, shall be brought to the office for safe keeping, except where their retention by the patient is expressly permitted by the Superintendent.

SEC. 3. A list of the clothing shall be entered in a book kept by each Supervisor for that purpose, into which, also, shall be entered whatever may afterwards be received or purchased for the patient's use.

SEC. 4. On discharge of the patient, the clothing in his or her possession shall be carefully compared with the list, that any losses may be discovered and accounted for or explained.

SEC. 5. The clothing belonging to patients in each division of the Hospital shall be deposited in a room set apart for that purpose, the key of which shall be in the custody of the Supervisor. Clothing required for the daily use of the patients shall be kept in the ward closets.

SEC. 6. At some particular hour of each day

Supervisors shall be in attendance in their respective clothing-rooms, to change or supply such clothing as the wants of patients may require; and attendants are enjoined not to call on the Supervisors for that purpose at any other times, if avoidable.

SEC. 7. When any resident patient is in want of clothing, the fact shall be reported to the Supervisor, who shall receive the instructions of the Superintendent in regard to its purchase or supply. No clothing shall be purchased out of the Hospital if it can be manufactured in the sewing-room.

SEC. 8. All articles of clothing obtained for patients shall be charged on the ward-books, which shall be handed in to the office every Saturday noon, and posted into the clerk's book of accounts.

SEC. 9. Attendants shall be careful that the clothing of patients under their charge is adapted to the season, and especially to see that patients are not suffered to go out, either for exercise or labor, without a careful inspection of what is worn. Especial attention at such times must be paid to the covering of the head and the feet; that the hat or bonnet be suited to the weather and that the shoes are whole and properly tied.

SEC. 10. It will be considered a culpable negligence on the part of the attendant, if his patient is found wearing any article belonging to another.

SEC. 11. All articles worn by patients shall be legibly marked, and the Supervisors are expected

to see that the clothing of each patient is devoted to his use and to the use of no other.

CHAPTER XV.

LAUNDRY WORK.

SECTION 1. On Monday morning of each week all clothing designed for the wash shall be deposited in the assorting rooms. For the male division such duty shall devolve on the attendants, and for the female division the duty shall belong to the laundry-man. The clothing for each ward shall be accompanied by a washing-list properly made up by the attendants before leaving the ward, and such list shall be kept by the Supervisor till the clothing is again ready to go back to the wards.

SEC. 2. At the proper signal one attendant from each ward shall proceed to the assorting room of their respective divisions, and receive the clothing from the drying racks, and place it, each ward by itself, for the Supervisor's inspection. The Supervisors shall compare each parcel with the washing list, and make his return thereon. Lost articles shall be carefully noted on the list, and, if possible, immediately accounted for. On the return of the clean clothing to the wards, the corrected list shall be taken back, to be in readiness for the next week.

SEC. 3. Articles of clothing belonging to the male division that may require repairs, shall be carried to the mending room immediately on com-

ing from the wash. Similar articles belonging to the female division shall be repaired in the wards wherein it is practicable.

SEC. 4. The pillow-case, and one sheet to each bed in use, shall be changed each week and the bed covers as frequently as their strict cleanliness shall require.

SEC. 5. Each patient shall receive, and put on every Sabbath morning, a full change of under clothing, and the attendants shall see that no instances of neglect are allowed in this particular.

CHAPTER XVI.

DAY AND NIGHT WATCH.

SEC. 1. The night watchman shall enter on duty at half past nine o'clock P. M., at which time the lights in the center building shall be extinguished, excepting only those kept lighted by especial permission, or for the watchman's use,

SEC. 2. His first duty shall be to attend to the security of the door fastenings and the safe condition of all places where fire has been used during the day.

SEC. 3. All persons entering after his watch commences, all lights kept burning, and any other unusual circumstances shall be reported to the Superintendent in the morning.

SEC. 4. He shall patrol the halls of the center building, the male wards, and visit the rear building every hour, from the commencement till the close of his watch.

SEC. 5. He shall visit the sick, when without other watcher, as often as their necessities demand it, and whenever anything is wanted by any male patient, essential to his comfort, he shall patiently supply it whenever possible. He shall ring the morning bell, and, on the appearance of the porter, his duty ceases.

SEC. 6. The duties of the female night watch shall be similar to those of the male, but shall be confined exclusively to the female wards. The day watch attaches to the duties of the porter, and commences and ends in alternation with that of the night watchman. The heating and lighting of the centre building belong to him. He shall see that the windows and doors are kept secure during the day, especially on the approach of high winds and storms. He shall see that visitors about the premises do not transgress rules of propriety by talking with patients at the windows, and that the entrances to the enclosure of the Institution are kept shut. He shall keep within sound of the office bell during the day.

CHAPTER XVII.

TIME.

SECTION I. The morning bell shall be rung for two or three minutes at half past five o'clock from April to October, and from October to April, at six o'clock A. M. All persons who have duties to perform, shall rise in the morning at the ringing of the bell.

SEC. 2. Breakfast shall be placed on the table at precisely one hour after the ringing of the morning bell. Dinner shall be served uniformly at half past twelve, and tea at six o'clock P. M., during the year.

SEC. 3. The Hospital shall be closed at half past nine o'clock every night, at which time the attendants and assistants shall be, and remain, in their own apartments during the night unless express leave be given to stay out longer.

CONCLUSION.

NOTE 1. A copy of these Rules shall be kept in each attendant's room, and in each employees' dining-room; and so often as the Superintendent shall give notice that they are to be read aloud to those in the service of the Hospital, at some appointed place within the Institution, it shall be the duty of all to attend, unless specially excused.

NOTE 2. The words "he" and "she," as used in the laying down the duties of attendants, are convertible terms applying in accordance with the obvious sense.

These By-Laws, Rules and Regulations were adopted by the Trustees of the ILLINOIS STATE HOSPITAL FOR THE INSANE, at their quarterly meeting, holden December the eighth, 1869, and are declared to be binding on all persons in the service of the Institution.

ISAAC SCARRITT, Pres't.
EDWARD P. KIRBY, Sec'y.

Approved, JOHN M. PALMER,
Governor of Illinois.

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